

Catawba County Emergency Medical Services Standard Operating Guidelines

Vehicle Fuel Purchase

This policy covers purchasing vehicle fuel with credit cards and information required for reimbursement when a personal credit card is used for the purchase of vehicle fuel.

- County fuel pumps will be utilized whenever possible. Employees should not use standing accounts unless directed to by a supervisor.
 - Fuel tickets must contain the following information:
 - Total amount of the fuel purchase.
 - Total gallons of fuel purchased.
 - Price per gallon.
 - Signature of the person purchasing the fuel.
 - Vehicle number.
 - Vehicle current mileage at the time of the purchase.
- Once the information is retained on the store copy of the fuel ticket, the carbon copy or original (whichever is obtained by the employee) will be discarded.

4/7/06 – BDB